

# NEW CASTLE



## TOTS CAMP

### Parent/Camper Handbook

### Summer 2023

Recreation & Parks Department Phone #:

**914- 238-3909**

Tots Phone #:

914-447-4191 (active on **June 26th**)

E-mail:

**Totscamp@gmail.com**

New Castle Day Camp Program website:

<http://mynewcastle.org/camps>

# TOTS CAMPPROGRAM INFORMATION

## **CAMP DATES:**

**Full 6 Week Program:** Monday, June 26th - Friday, August 4<sup>th</sup>

**Session I:** Monday, June 26<sup>th</sup> - Friday, July 14<sup>th</sup>

**Session II:** Monday, July 17<sup>th</sup> - Friday, August 4<sup>th</sup>

## **LOCATION & TIMES:**

### **Grafflin Elementary**

- Drop-off: 9:00am
- Pick-up: 12:00pm (half day) or 2:30pm (full day)

## **GROUPING:**

All groups are grouped by their age and/or grade that they will be entering in September 2023.

Children will be grouped by the age they are as of **June 26<sup>th</sup>, 2023**. Groups will be assigned by the camp's Director and Assistant Directors and will be determined with the goal of creating well balanced, evenly numbered and appropriately staffed groups. Directors may consider the school the camper is attending and the type of enrollment, i.e. 6 week enrollment vs. 3 week enrollment when forming groups. **\*Requests to be with friends must be mutually agreed upon.**

## **STAFFING:**

The number of staff assigned to each group is mandated by the NYS Health Department. Staff to camper ratios will not exceed 1:8, and when required 1:6.

## **ACTIVITIES:**

On a daily basis activities will focus on active outdoor play, consisting of a variety of sports and group games. Campers will also be offered arts & crafts, indoor game room and other engaging activities. Many fun special events, theme days and entertainers will be scheduled throughout the summer.

## **WATER ACTIVITIES:**

**There is no swimming at the Tots Camp.** However, there will be daily water activities, such as water slide, sprinklers, etc. Please be sure to send your child to camp wearing a bathing suit and with a towel every day, except rainy days.

## **WATER/HYDRATION:**

We will have water fountains set up throughout the grounds in shaded locations when necessary, and the campers will be given numerous opportunities throughout the day to stay hydrated. Be sure to send your child with a reusable water bottle every day with your child's name written on it.

## **SUNSCREEN:**

According to the NYS Health Department, we are unable to apply sunscreen to campers. If you would like your camper to carry sunscreen and believe they will need assistance with SPRAY sunscreen, please fill out the Sunscreen Authorization form in this packet.

### **SNACK & LUNCH:**

Please send a non-perishable snack that with your child to camp. If signed up for the full day program, please send a non-perishable lunch. We do not have access to a refrigerator.

**Tots camp is NOT a nut-free camp.** If your child has any allergies, please notify the camp director and camp health director by the first day of camp.

### **COMMUNICATIONS:**

The Recreation Department and camp administration rely **primarily** on email communication. Please check your email and our website regularly for the latest information. If you have any concerns or questions, we would be happy to hear from you over the course of the summer. There will always be extra hard copies of important camp information available in the camp office for those who don't have access to email. The Camp phone number is **914-447-4191**

Tots Email Address: [totscamp@gmail.com](mailto:totscamp@gmail.com)

New Castle Day Camp Program Website: <http://mynewcastle.org/camps>

### **MEDICAL:**

All campers are **required** by the New York State Health Department to have a complete medical history and immunization record up-to-date and on file. No child will be permitted in camp without this completed record on file in the camp office.

If your child has any allergies, please notify the camp director and camp health director by the first day of camp. If leaving medications at camp, please be sure to bring them by the first day of camp along with the Medical form and a doctor's note.

Children who take medication in camp are **required** to complete a special medical form (this includes inhalers, epi-pens) that must be signed by both the doctor and the parent. This form will be available on the camp website for download and available at the Recreation Office.

Medical care is provided by our camp nurse/EMT or staff certified in CPR for the Professional Rescuer and Responding to Emergencies. If the camper needs immediate emergency care, EMS will be summoned to determine the severity of the emergency and choose the appropriate healthcare facility to transport to.

### **RAINY DAYS:**

Camp will be held on rainy days. Please have your child dressed appropriately for the rain, as they may still have activities held outdoors and/or need to walk outside to the various activities.

### **EARLY PICKUPS/DISMISSAL:**

Please send in a note or email stating what time you will be picking up your child. Advanced notice greatly helps the counselors get your child to you at the time of your request

Parents picking up their child at any time other than the end of the camp day, **should call the camp phone first**. Please do not go to your child's group. Also, parents are not allowed to pick up their child from any off site activities, without a written note and permission from the Camp Director.

If your plans during the day change, please call the office so staff can have your child ready when you arrive. If your child will be going home with someone else on a given day, the office should be notified in advance with a note, phone call, and email.

## **VISITORS:**

There will be **NO** visitors on the camp grounds. Campers **MAY NOT** bring visitors to camp.

## **NOTES FROM HOME:**

It is important to let staff know if your child has any restriction on activities (i.e. they can't go to the pool, limited activity due to injury, etc.).

**All campers MUST be potty trained before the camp season. Our staff is prohibited from changing a camper's diaper or wiping. If a child is not fully potty trained, the camp has the right to suspend my child from camp after multiple accidents, without refund.**

## **REFUND POLICY:**

Processing Fees charged:

- Processing Fees charged:
- Any refund request made prior to 5/5/2023: 0% of Camp Fee
- Any refund request received between 5/5/2025-6/2/2023: 10% of Camp Fee
- Any refund request after 6/2/2023 and prior to 6/26/2023: 50% of Camp Fee
- Any refund request made (on or after 6/23): No refunds
- **Any refund request due to a medical reason must be made in writing to the Assistant Superintendent of Recreation & Parks.**

## **CELL PHONES/HANDHELD DEVICES:**

The use of personal game systems, music devices and mobile phones will be permitted at the discretion of the Camp Director, and are **not** the responsibility of camp staff. If such devices distract campers, create any conflicts among campers and/or contribute to inappropriate behavior, the Camp Director reserves the right to prohibit the use of all devices during the camp day.

## **DISCIPLINE:**

Day camp is for the enjoyment of all campers. Any child whose behavior disrupts the normal flow of their group's daily program will be subject to disciplinary action. Counselors will work to reinforce good, positive behavior in all children. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or antisocial behavior. If problems continue to exist, the child will be sent to the office, parents may be called and/or the child may be sent home for the remainder of the day. If the problem continues, a suspension may be warranted. The Camp Director reserves the right to dismiss a camper from any activity at any time. **NO REFUNDS** will be given for time missed.

## **Miscellaneous:**

Day to day Helpful Hints:

1. Campers **must wear sneakers** or a similar sneaker-like shoe, so they can fully participate in all day camp activities and to reduce the risk of possible injury. Sandals, flip flops and open toe shoes greatly increase the potential for foot injuries.
2. Please send your child with a bag containing the following:
  - a. Towel
  - b. Water shoes
  - c. Extra set of clothing
  - d. Water bottle
  - e. Snack
  - f. Non Perishable Lunch (if in extended day)
  - g. SPRAY Sunscreen (if in extended day)

3. **PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS.** We are not responsible for lost items.
4. We cannot be responsible for any money or items lost during the camp day.

**CHILDREN WHO RIDE THEIR BIKE, ROLLERBLADE or SKATEBOARD TO  
CAMP MUST WEAR A HELMET**

**INSURANCE**

The Town of New Castle **DOES NOT** carry accident or medical coverage for participants. Cost incurred will be the responsibility of family or personal insurance coverage.

**ALL PERSONS PARTICIPATE AT THEIR OWN RISK.**

**PLEASE NOTE:** *The New York State Health Department requires the licensing of all camps. Camps are inspected twice a year. Additional information may be obtained from the district office: Westchester County Department of Health, 145 Huguenot Street, 7th Floor, New Rochelle, NY 10801, (914) 813-5147.*



### Helpful Tips for Parents

- Please have your child wear their bathing suit every day to camp, except rainy days
- Please label all clothing, shoes, water bottles, backpack, lunch boxes and towels with your child's name
- Apply sunscreen to your child every day before they arrive at camp. (Counselors cannot re-apply sunscreen but if you send extra lotion they can remind your child to re-apply if requested). You may fill out a Sunscreen Authorization form if you think your child will need help applying, for spray sunscreen only.
- Supply your child with a bottle of water to bring to camp daily
- Send your child with a bag/backpack large enough to contain the following:
  - Towel
  - Extra set of clothes
  - Snack (Non-perishable)
  - Art Project
  - Lunch (If in Extended Day) (Non-perishable)
- Tots Camp is NOT a Peanut Free Camp (If your child has any food allergies please let their Head Counselor and Nurse know)
- Send your child wearing appropriate footwear (No Crocs/Flip flops and all sandals MUST have straps)

Thanks !  
Sheryl Weisser &  
Tots Camp Staff

# Tots Camp “Quick Facts”

## **Camp Age/Grade Eligibility:**

Children 3 – 5 years old

*To be eligible, the child must be 3 years of age by 6/26/23 and potty trained.*

## **Camp Dates:**

6-Week Program: Monday, June 26<sup>th</sup> – Friday, August 4<sup>th</sup>

- Session 1: June 26<sup>th</sup> – July 14<sup>th</sup>
- Session 2: July 17<sup>th</sup> – August 4<sup>th</sup>

## **Camp Location:**

Grafflin Elementary (650 King Street, Chappaqua, NY)

## **When do I drop off and pick up my camper?**

Drop off begins at 9:00am

Pick up at 12:00pm for Half Day campers & 2:30pm for Full Day campers

## **What happens during a typical camp day?**

Camp days are filled with sports, games, arts & crafts, music, special events, entertainment and so much more!

## **Do campers go swimming?**

No swimming at Tots Camp. We will have outdoor fun with sprinklers & water tables!!!

## **Do I have to provide lunch and snacks?**

Send a snack for your child and an extra drink in case it gets hot. Send a lunch if your camper is staying for the Full Day program.

*\*Please make sure lunch is non-perishable; refrigerators are not available for use.*

## **What do you do on rainy days?**

All camps are rain or shine. Any outdoor camp activities will be moved indoors when deemed necessary.

## **Camp Questions?**

Contact Tots Camp Director, at [totscamp@gmail.com](mailto:totscamp@gmail.com) or call the Tots Camp Office at (914)447-4191 (Active June 26th).



# TOWN OF NEW CASTLE CAMPS

## SUNSCREEN AUTHORIZATION FORM

*Chapter 242 amended NYS Public Health Law permitting a child to possess and use sunscreen at camp when all the following apply:*

- (1) It is used to protect against overexposure to the sun*
- (2) It is approved by the FDA for over the counter use*
- (3) The parent or guardian provides written permission for the child to carry and use sunscreen*

**Please complete and sign this form if you would like your child to use, carry and/or would like assistance applying sunscreen during camp**

Child's Name \_\_\_\_\_ Group: \_\_\_\_\_

Sunscreen Permission:

- I consent to have my child carry and use sunscreen s/he has brought to camp, which is FDA approved for over the counter use to avoid overexposure to the sun

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

- I consent to have a day camp member assist with the application of sunscreen when my child is unable to do so, or if my child requests assistance **(spray sunscreens only)**

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_





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Please return form to the New Castle Recreation & Parks Department

**New Castle Recreation  
Chappaqua, NY 10514**

**New Castle Day Camp**

**PERMISSION FOR MEDICATION SELF ADMINISTRATION**

New York State Law and the New Castle Recreation Department require that campers who need medication during camp hours provide the camp health office with the following:

- This form signed by the prescribing physician, or a written doctor's order completed by the prescribing physician
- Parent/Guardian permission and signature (see below)
- The medication in the original prescription container.

**ALL MEDICATION MUST BE PRESENTED AND KEPT IN THE HEALTH OFFICE**

Name of Camper: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**To be completed by the Physician**  
(please print)

MEDICATION NAME: \_\_\_\_\_  
DOSAGE: \_\_\_\_\_ ROUTE: \_\_\_\_\_ FREQUENCY: \_\_\_\_\_  
TIME(S) TO BE TAKEN DURING CAMP HOURS: \_\_\_\_\_  
DATE TO START: \_\_\_\_\_ DATE TO END: \_\_\_\_\_  
POSSIBLE SIDE EFFECTS: \_\_\_\_\_  
SPECIAL CONSIDERATIONS: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Physician

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Physician's Address

Physician's Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

PERMISSION FOR MEDICATION SELF-ADMINISTRATION



TO BE COMPLETED BY PARENT

I give permission for my child: \_\_\_\_\_  
to self-administer the above medication as directed and under the  
supervision of the camp health personnel.

Signature: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Date: \_\_\_\_\_

## Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.



## Swimming

Are waterfront personnel qualified?

Are campers always supervised while in the water? All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers. While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old. When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.



Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are nonswimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes."

## Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip.

Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident.

In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.



## Sports and Activities

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, rifle and horseback riding be supervised by counselors with special training in those activities.

## Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.



## Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.

## Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from

inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.



## Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

### Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

### Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that – the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official;





# Children's Camps in New York State

- the camp is required to be inspected twice yearly; and
- the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

## Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.

## Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate.

When choosing a summer camp for your child, consider the following:

## Staff Credentials/Supervision

### What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

### What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one

counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

## Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?



Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

### Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.